

## Ivy House Community Pub Equality and Diversity Policy

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<b>Date prepared</b>	August 2019
<b>Version</b>	1

### **Introduction**

Ivy House Community Pub Limited is a Community Benefit Society (CBS) registered with the Financial Conduct Authority (FCA) under the Co-operative and Community Benefit Societies Act 2014.

Equality of opportunity and support for diversity are fundamental principles of the Ivy House as a community-led project and a social enterprise. A welcoming, thoughtful and inclusive environment is at the heart of what we want to achieve. All members of our community, including staff, volunteers, shareholders and customers, are entitled to consideration, dignity and respect, in line with the positive values for which the Ivy House is recognised.

The Society is committed to ensuring that members of the Ivy House community are treated equally, regardless of age, sex, gender reassignment, sexual orientation, marital or civil partnership status, pregnancy or maternity, race, religion, belief, or disability. Discrimination and harassment are unacceptable and have no place at the Ivy House.

### **Staffing and recruitment**

Our Staff Handbook sets out a detailed Equal Opportunities policy to ensure that staff and applicants are treated fairly. Our Recruitment Policy also states our commitment to equality and diversity and sets out how we will conduct our recruitment.

#### ***Extract from Staff Handbook:***

The aim is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly because of a protected characteristic i.e. race, colour, nationality, ethnic or national origin, religion or belief, disability, trade union membership or non-membership, sex, sexual orientation, pregnancy and maternity, gender reassignment, marriage/civil partnership, age, or on the basis of being a part-time or fixed term worker.

We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy has been made available for all employees and is made known to all applicants for employment. The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.

The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice. We will maintain a neutral working environment in which no employee or worker feels under threat or intimidated.

The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.

Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy. Job descriptions will be prepared in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.

We will adopt a consistent, non-discriminatory approach to the advertising of vacancies. We will not confine our recruitment to areas or media sources, which provide only, or mainly, applicants of a particular group.

All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job. All employees and committee members involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.

Shortlisting and interviewing will be carried out by more than one person whenever possible. Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.

We will not disqualify any applicant because he or she is unable to complete an application form unassisted, unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.

Selection decisions will not be influenced by any perceived prejudices of other staff.

Senior staff and management committee members will receive training in the application of this policy to ensure that they are aware of its contents and provisions.

All promotion will be in line with the policy.

We will maintain and review the employment records of all employees in order to monitor the progress of the policy. The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

### **Management Committee and volunteers**

We want the Society to reflect our community as much as possible. We will work to ensure that our succession management and recruitment to the Management Committee is open and inclusive to appeal as widely as possible.

To avoid exclusion of disadvantaged groups, we will use a range of communication methods to encourage involvement in the Society, through participation in the Management Committee, sub-committees or volunteer groups. Our recruitment approach for Management Committee membership will encourage a range of styles and experience to ensure we are open to the varied skills and backgrounds in our community.

## **Our customers and community**

We value the diversity of our community, and are committed to treating our customers and users of our community space equally and with dignity and respect. No-one using the Society's services should experience discrimination.

We will ensure that staff and members of the Management Committee are supported through line management, training and development to be aware of equality and diversity issues and to treat customers accordingly.

We will work to provide events and activities that reflect the diversity of our community and its varied needs. We will consider aspects such as cost of attendance, genre, timings and our approach to promotion to ensure there are opportunities for participation by people from a range of backgrounds.

We expect our shareholders and customers to share our values relating to equality and diversity, and we will work actively to promote a tolerant and inclusive environment in the pub so that shareholders and customers can enjoy their visit without encountering discrimination or harassment.

## **Accessibility**

The Ivy House is a Grade II Listed building with 1930s features. This can pose challenges in making the pub accessible to everyone. We continue to review ways to make our building more accessible as funds allow.

We currently have a disability ramp which can be put in place at our front entrance to provide access. Handrails are provided in our toilets.

We will produce a full Access Statement to set out our current level of provision for customers with additional needs.

## **Complaints**

The Society takes seriously any failure to uphold our commitment to equality and diversity. Allegations of harassment or discrimination by members of staff or the Management Committee will be thoroughly investigated.

Staff wishing to raise a matter relating to discrimination and harassment may do so through the grievance procedure set out in the Staff Handbook.

Shareholders and customers should bring matters to the attention of the Management Committee.